

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-043

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: Traffic Management Specialist,GS 2130-13

LOCATION: Defense Distribution Center, Logistics Operations, New Cumberland, PA 17070

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08/11/00

CLOSING DATE: 08/25/00

FINAL CLOSING DATE: 08/25/00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☒ TDY required 70 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Non-Critical

Security Clearance: Secret

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Will be Considered

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDC Instruction 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☒ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: .

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

- | | |
|--|--|
| <input type="checkbox"/> Federal Wide | <input type="checkbox"/> DLA Wide |
| <input type="checkbox"/> DoD Wide | <input checked="" type="checkbox"/> DDC Wide |
| <input type="checkbox"/> Specific Org: | |

AND THOSE WHO ARE:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> VRA Eligibles | <input type="checkbox"/> INTERNAL |
| | <input type="checkbox"/> EXTERNAL |

☐ Reinstatement Eligibles

☐ 30% or More Disabled Veterans

☐ Handicap Eligibles

☐ Others:

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

- ☐ DD214
- ☐ Proof of 10 Point Preference
- ☐ SF50
- ☐ Last Performance Appraisal/Rating
- ☐ OF-300 (for Supervisory Positions)
- ☐ 1st Level
- ☐ 2nd Level

DESCRIPTION OF DUTIES: Serves as the Operations Manager and the expert specialist over the Traffic Management Operations, Distribution Logistics Support Division, Directorate for Logistics Operations, Defense Distribution Center (DDC). Develops command wide policies and plans for determining, developing, directing and controlling the command transportation operations in consideration of new or revised policy and procedural criteria, current and long-range objectives, budgetary limitations, the Distribution Standard System (DSS), and other new criteria. Evaluates and plans transportation and traffic management operations through consideration of

all legal authorities and changing official policy, program officials views, program information and analysis and statistical data. Provides positive management advisory service to all levels throughout the command by way of individual contacts and conferences. Advise includes assessments of operational needs, methods and procedures available, impact of mission changes on the Distribution Standard System (DSS), reorganizations, operational requirements, utilization of special programs and measures necessary to anticipate long and short range skills imbalances, requirements and needs. Interprets and clarifies policies, standards and procedures to all levels of management and employees. Explains and clarifies traffic management requirements and reasons for decisions. Serves as the Manager and command technical expert over Traffic Management Operations and the Distribution Standard System (DSS). Develops long and short range plans to ensure consistency of traffic management program determinations made throughout the command. Ensures that program goals are met and to develop a standardized operational approach throughout the command. Provides advice and guidance to staff on application and interpretation of policies, regulations, laws and new concepts. Sets policy for the operation of all depots under the purview of the command in terms of efficiency, accuracy, productivity, system performance standards and workload accomplished. Evaluates various statistical and cost data, determines areas of excessive costs and takes necessary corrective actions. Manages and directs special studies of operations within the command to determine cause of problems and ways of improving and integrating the documentation, workflow and methods used in handling materiel with mechanized and computerized systems. Evaluates existing methods and procedures used for transportation document control safeguarding materiel in the transportation movement of-materiel through facilities, and shipping and processing materiel in CONUS and OCONUS. Assess, determines and authorizes the need for new or revised procedures, methods, changes in personnel procurement of materiel handling equipment and directs the reallocation of staffing/shipping space and work areas for more effective operational costs. Sets policy to ensure implementation of new methods and procedures where required. Imparts knowledge of applicable supply and transportation systems, in defining problems and deficiencies to subordinate command and depot personnel. Maintains continual check of operations to assure the command's transportation activities are operating efficiently. Oversees training requirements for command/depot personnel on new or changed procedures to ensure subordinates are fully knowledgeable and prepared to perform assignments. Supports the Business Systems Modernization Office. Serves as a senior specialist and team leader, conducts studies and projects in support of the functional, economic and technical analysis of alternative solutions regarding the feasibility of transitioning from multiple automated information/data systems into the order fulfillment system that can be deployed throughout DLA and interfaced with the Military Services, DFAS and Federal Agencies. Identifies the need for functional requirements, both current and projected, and ensures their integration into existing data systems or into the development of the order fulfillment system. Supports Business Process Reengineering (BPR) efforts on all DLA Order/Asset Management and Demand/Supply Planning business processes, towards ultimate evolution to best commercial practices. Participates in the functional assessment of the adequacy of existing DoD automated information systems by participating in various tests; executing scenarios for system implementation; and by obtaining and analyzing functional requirements related to the design, development, or modification of data systems.

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. One year of specialized experience is required. This is experience that is directly related to the position being filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be creditable, the experience must have been equivalent to the GS-12 level.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. KNOWLEDGE OF SUPPLY AND TRANSPORTATION, AND DSS REGULATIONS AND PROCEDURES.
2. ABILITY TO RESEARCH, ANALYZE AND MAKE DECISIONS.
3. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.